

**MINNESOTA DISTRICT COURT  
2nd JUDICIAL DISTRICT**

**IT SUPERVISOR II**

<b>OFFICE &amp; LOCATION</b>	<b>CLASS</b>	<b>HOURS OF WORK</b>
Information Technology Division 2 <sup>nd</sup> Judicial Dist., Ramsey Co. Courthouse St. Paul, MN	IT Supervisor II Posted for Internal Application	Full-time 40 hrs/wk M-F 8:00 – 4:30

**DESCRIPTION:** The Second Judicial District is seeking an Information Technology Supervisor II. This position will provide overall leadership, direction and guidance in the development, implementation and administration of Information technology systems for the Second Judicial District. This position will serve as chief information technology officer in both internal and external matters affecting the district as a whole. This position will also serve as a member of and provide expert consultation and technical direction to the senior executive management team regarding broad technology resource issues, strategies and initiatives as well as serve as a business partner to court managers and judges in the district.

**PRIMARY RESPONSIBILITIES:**

- Direct and oversee the Information Technology (IT) Programs for the Second Judicial District.
- Direct, manage and coach IT staff in the Second Judicial District.
- Direct the development of goals and priorities for District IT programs.
- Direct and oversee the technology services area for the District including needs assessment and program implementation. Develop budget for the unit.
- Provide policy analysis and direction on IT matters. Analyze, prepare, recommend and implement various IT policies and procedures for the District.
- Serve as a member of the executive management team. Participate in the development of District's annual goal setting and strategic plan and represent the District in relation to technology issues.
- Participates in disaster recovery planning for the Judicial District and Ramsey County; maintains disaster recovery materials, hardware and software for the 2<sup>nd</sup> Judicial District.
- Plans and coordinates implementation of judicial LANs in the District; maintains and distributes the court's network standards.
- Directs staff in evaluating new technologies, procures hardware/software equipment and plans the implementation.
- Develops unit work plans and assigns staff to projects; establishes staff work priorities; reviews staff work product and provides guidance as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of supervisory principles, techniques and practices.
- Considerable knowledge of the principles and practices of systems analysis and design, computer and network operating systems, installation, configuration, maintenance, and support.

- Considerable knowledge of the uses, capabilities and requirements of computer systems, the technology of computer equipment design and construction and multi-platform computer operating environment software uses.
- Considerable knowledge of computer networking protocols and network analysis and trouble shooting tools and techniques.
- Considerable knowledge of recent developments in the field of information technology.
- Considerable knowledge of database structure and data management techniques and practices.
- Knowledge of laws affecting information technology, and telecommunications systems.
- Knowledge of the functions and needs of the Judicial Branch.
- Ability to direct, supervise, and coordinate programs and activities of a professional and technical staff.
- Ability to motivate a professional and technical staff.
- Ability to communicate, both orally and in writing, and to translate technical terminology into terms understandable to non-technical employees.
- Ability to provide policy direction and recommendations to management.
- Ability to use modern office methods, techniques and equipment.
- Skill in solving complex and multi-faceted problems.
- Skill in using a computer and related equipment.

#### **QUALIFICATIONS:**

Possession of a Bachelor's degree in computer sciences or a related field and considerable experience in the field of information technology, including systems design, networks, applications design, development, maintenance and support, as well as supervisory and project management experience or any combination of training and work experience which indicates possession of the knowledge, skills and abilities listed above.

Successful candidate will be required to pass a criminal background check.

**SALARY RANGE & BENEFITS:** \$28.39 to \$44.03. Starting salary depending upon qualifications. Excellent State of MN benefits package.

Please send your application and resume to: Judicial Administration, Position No 01066918. , Room 1700 CH, 15 W. Kellogg Blvd., St. Paul, MN 55102, by 4:30 p.m., Friday, May 9, 2008. State application can be downloaded from [www.courts.state.mn.us](http://www.courts.state.mn.us) or by calling (651) 266-8266.

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